"dialog...

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DPM Database and DPM Labels

DPM Database is a powerful 'in memory' Data File Management System for use in business and at home.

Uses include; Name and Address File, Simple Stock Control, Debtors/Creditors etc..

Main Menu Options :

1. Create File	2. Change File Name
3. Access Record	4. Select/Search
5. Load/Save	6. Report Writer
7. Sort File	8. Utilities

File creation requires the user to define Record field headings, field length for data input and field type (character or numeric). Record numbers are opened logically for each new record. File size is therefore expandable to the limits of memory.

Change File Name is useful when file data is periodically updated.

The Report Writer generates printout information to the user's own specification and can operate on the whole file or selected parts.

Loading and Saving files is selectable to and from a tape cassette and/or single or twin disk drives.

Sorting may be on any field type, whether character or numeric.

Character searches are on specific criteria. Numeric searches can use the operands 'equal to', 'less than' or 'greater than'.

Utilities allow memory availability to be called and disk directories to be listed.

Other facilities include

Find	: Locates record by key field and displays.
Goto	: Locates record by it's logical number and displays.
Next	: Calls next logical record number from one displayed.
Last	: Calls previous logical record number from one displayed.
Print	: Outputs record displayed to printer.
Amend	: Allows change of field heading or data, in record selected.
Calcs	: Performs adjusting calculations on numeric field selected.
Totals	: Totalises file contents on numeric field selected.
Scroll	: Continuous display of all records in logical order.
< >	: Side-Scroll to view fields of length exceeding screen width.

DFM Mail Labels (if applicable) allows single label printing to user's specification and reads only files created by DFM Database. File Structures may be listed to facilitate label formatting and an index may be created for selected printing of records.

We shall now deal with each option in greater detail.

Starting Up

Load the program 'DFM' into your computer and on running 'DFM' you will be presented with 9 options.

Pressing the desired option number accesses that part of the program. It should be noted that until a file has been loaded or created, certain options will not yet be available.

Should you wish to sample the Demonstration file (not available on Spectrum version), press option 5, followed by 'L' to load. The demonstration file name is 'demo' and is recorded immediately after the program itself.

Should you at any time accidently exit DFM, you can recover the program without loss of data by typing 'goto 12' (goto 9998 on spectrum) and pressing return/enter. This action returns you to the main menu.

Option 1. Create File

Press option 1 to create a new file. A message will be displayed warning you that this action will clear the memory and any current data file will be lost.

At this point you must enter the file name. This will be the name by which you will load and save the data file in future. The name will also be displayed on the program menu.

You will now be asked how many fields/columns you want in each record. A field is a particular section or line of a record. For example, to create a name and address file, you would probably wish to set up at least 6 fields for:-

1. Name 2. Address 3. Town 4. County 5. Post Code 6. Telephone.

You will then be required to label the fields as in the Name and Address example. After you have named or labelled a field, you will be asked whether it is a character or numeric field. Press 'C' if the field is to contain information such as, names, labels, stock numbers, etc. or 'N' if the field will contain numbers or amounts on which calculations may be performed, such as totalling etc.

If 'C' is pressed, you will be asked how many characters you require for this field. The maximum number is 36 but you should think carefully before deciding as this figure will be used in calculating the field width when producing reports. (See section on Report Generator).

Numeric field widths are already set at 9 characters.

Having set up the main file structure, the program automatically moves on to the data input section. You may now start entering file data.

When you have completed your entries, type 'end' and the program will restore the main menu.

Option 2. Change File Name

Should you wish to change the file name then press option 2. Enter the new name and data will then be able to be saved or updated with the new name.

Option 3. Access Record

Option 3 accesses the data file in memory. The first record will be displayed. Until the file is sorted, record number 1 will be the first record entered and so on. At the bottom of the screen, a sub-menu will also be displayed with the following options:-

Next : Moves forward through the file one record at a time.

Last : Moves backward through the file one record at a time.

Find : Finds a record by the first field, known as the 'Key field'. In our Name and Address example, this would be 'Name'. Enter the Name of the person or company whose record you wish to find. If you cannot remember the whole name then enter as much of the name as you can remember and DFM will find the first record that corresponds. If the program does not find your entry, options to continue the search by entering new data, or return to menu will be offered.

Goto : Allows you to goto a record by entering it's number.

also the current number of records on file is displayed.

Amend : Permits a field 'heading' or 'data' to be amended. Press 'H' for heading followed by the number of the Field Heading you wish to change. Entering a new label or name will amend the Heading for the whole file. If 'D' for data is pressed, followed by the number of the field for amendment, the present data will be shown with a request for the new data to be input. Enter your new information and that field will be updated.

Menu : Returns you to the **main menu.**

Calcs : Calculations may be performed on numeric fields only. Enter 'C' and the option "Do you wish to perform calcs or totalise field" will appear. Press 'C' again and you will be asked to enter the number of the field to be calculated. (This field must be numeric). If a character field is entered by mistake then the request will be cancelled. To perform a calculation, key in the corresponding letter to the type of calculation to be performed follwed by the amount. EG. To add 10.5 to the contents of a selected field, type 'A10.5'.

Input : Adds a new record to the file. Entering '=' on any field input will Replicate the data from the last record displayed.

Delete : Deletes the record currently displayed. On pressing 'D' you will be given the option to change your mind. record numbers will be resorted accordingly.

Print : Outputs the displayed record to the printer. If 'P' is pressed without the printer being connected, the program may CRASH. To recover, should this occur, type 'goto 12' and the program main menu will return without loss of data.

Scroll : Automatically scrolls through the file with options to stop, continue and exit.

< > : If a field of more than 24 characters is set up, there will not be room on the screen to view the whole record. Pressing the 'Less Than' or 'Greater Than' keys allows side scrolling of the field displayed, thus creating a type of window facility.

Option 4. Select

Select allows you to 'search' through the whole file by any field, to find all the records that conform to your selection criteria. Press 4 and you will be asked whether you wish to output the results to the printer. The field name to be searched will be requested followed by the information you wish to extract from the search.

If a Character Field is selected, the results will be displayed if present. If however you have chosen a Numeric Field you will be asked whether you wish to search through the file for amounts 'equal to', 'less than' or 'greater than' the value of your original entry. The relevant results will then be displayed.

Option 5. Load/Save

To load a data file into memory, press '5' followed by 'L' to load. If you are loading from tape then ensure that the data cassette is in position before continuing. You will then be asked for the Data File Name. On entering a valid file name your data file should then load.

to save a data file, follow the same procedure as for 'loading', except enter 'S' for save. The file will then be saved under the current file name as displayed on the main menu.

Option 6. Report Writer

The Report Generator in 'DFM' is extremely simple to use. Press 6 on the main menu and you will be asked which of the fields in the file you wish to include in your report. Type in 'Y' for yes and 'N' for no and the corresponding fields will automatically be included in or excluded from the report.

The report will print each field at a width as specified by you at set-up, plus one space for each break in field type. Therefore if fields have been set up for their maximum widths you may only get 2 character fields per line on a report generated on an 80 character printer.

You may also send a character string to the printer. For most applications you should only require to modes of printing; Standard - which does not require a character string - and Condensed which does. With the latter mode, you will be able to accomodate a greater number of fields in your reports. For example, The Epson MX80 Printers use

character string (chr$) '15' for the condensed mode. Refer to your own printer manual for the appropriate number table. (For lower case printer on commodore printers use chr$ '17').

Below is a sample of the type of report that can be expected from DFM.

01.01.84 FILENAME = DEMO

NAME	TELEPHONE	AMOUNT	BAL O/S
CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	CCCCCCCCCCCCCC	NNNNNNNNN	NNNNNNNNN

01.01.84 FILENAME = DEMO

NAME	TELEPHONE	AMOUNT	BAL O/S
CHARLES HALL & SONS	01 500 0000	147.50	159.5
FISH & COMPANY	01 297 1111	125.00	12.50
HAWKINS NEWS AGENTS	01 508 0004	14.25	14.25
JONES SCRAP STEEL SALES	01 478 0002	1500.00	500.00
SMITH J	01 504 0001	198.99	0.00
THE AMERICAN WOOL COMPANY	010 2710 123421	1456.30	456.35

TOTALS

AMOUNT	3442.04
BAL O/S	1142.6

Option 7. Sort

You can sort a DFM file by any field whether character or numeric. Select option 7 and you will be asked which field you wish to sort by. If a character field is chosen, sorting will be in alpha-numeric order. If a numeric field is selected, sorting will be by order of value, from lowest to highest.

Option 8. Utilities

This option allows the balance of memory to be displayed by pressing 'M'. By pressing 'D' you can also get a disk directory.

Option 9. Exit DFM

DFM Labels

DFM Labels is a label printing program which can be bought in conjunction with DFM Database. It has no facilities for creating data itself, instead it uses data files already created by DFM Database.

Load the program 'Labels' into your computer. When you run the program a menu with 6 options will be displayed.

[D]atafile Load	[L]abels
[V]iew Records	[U]tilities
[S]ort	[E]xit

Pressing the desired option accesses that part of the program.

Datafile Load

load file works in exactly the same way as in 'DFM' except that you only have the one option, to load. Therefore insert your data cassette/disk and type in the required file name.

Labels

setting up the labels run is very similar to setting up the report writer in DFM. The program displays the various fields that have been set up by DFM and asks whether you want them to be included on the labels. Key in either 'Y' or 'N' to determine which are to be included.

The Program will then ask you for the start position of labels across the page. This can be a number from 1 to 80, allowing you to position the labels exactly where required within the page or sticky labels stationary.

You will now be asked to enter the label width. This allows you to select the maximum number of characters for each type of label. As a guide, an average window envelope allows 24 characters.

You must now enter the number of lines between each label, allowing for correct positioning of labels on the particular stationary in use.

This completes the format setting up of the labels and it now remains for you to decide which of the records in your file you wish to print. you will be asked whether you wish to print selected labels. If the whole file is to be printed, then answer [N] and the labels can now be printed.

If your answer is [Y] then the program will go to the select mode, where criteria may be entered, determining which records will be printed. The procedure is as the 'select' option in DFM, for both character and numeric fields.

View Records

This option allows you to look at selected records on file or all records using the scroll option as in DFM.

Utilities

There is an extra option from DFM, which allows you to print a complete file description to the screen or to the printer. ie. The names of fields, types of fields and number of characters allocated per field. Pressing 'F' opens this facility.

Sort

Sort allows you to resort the file at any time from within the labels program. Indexes created from sorts may be viewed by new key field.

Exit

Exits program.